



Inter-School Freedom Of Information Policy

School of Christ the King
Hartcliffe Rd
Bristol
BS4 1HD

St Bernadette RC Primary
Gladstone Road
Bristol
BS14 9LP

Holy Cross RC Primary School
Dean Lane
Bristol
BS3 1DB

Please note, any reference to "School" refers to all of the schools above.
This policy has been ratified by the Governing body of all 3 schools on the date noted below.

Review Date: January 2026

Next Review Date: January 2028

Stat policy - Bi-Annual Review

Source of policy: ICO <https://ico.org.uk/global/contact-us/>

History: 2015

The Freedom of Information Act

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

- Who we are and what we do - Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts - What our priorities are and how we are doing.
- Strategy and performance information, plans, assessments, inspections and reviews
- How we make decisions - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations - Our policies and procedures - Current written protocols for delivering our functions and responsibilities.
- Lists and registers - Information held in registers required by law and other lists and registers relating to the functions of the authority.
- The services we offer - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available, as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available-

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified, transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred, such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

A school will breach the FOIA if it has not adopted the model scheme or is not publishing in accordance with it.

The schools have adopted the ICO Model Publication Scheme in full, unedited. The Guide to Information below should be read together with the ICO Model Publication Scheme.

The Governing Bodies are responsible for the maintenance of this scheme and have delegated to their Head Teacher the day-to-day responsibility for FOI policy and the provision of advice, guidance, publicity and interpretation of the policy.

Information to be published. This includes datasets	How the information can be obtained	Cost £
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). Only current information will be made available		
Who's who in the school	Staff list/ website	Free
Who's who on the governing body/board of governors, and the basis of their appointment	Staff Handbook/Website Student/Parent/Staff Portals	Free
Instrument of Government / Articles of Association	Website	Free
Contact details for the Head teacher/Principal and for the governing body, via the school (named contacts where possible).	Website	Free
School prospectus (if any)	N/A	
Annual Report (if any)	N/A	
Staffing structure	Website	Free
School session times and term dates	Website	Free
Address of school and contact details, including email address.	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Information from the current and previous financial years will be made available		
Annual Accounts		
Annual budget plan and financial statements		
Capital funding		
Financial audit reports		
Details of expenditure items over £5000 – published at least annually	Website	Free
Procurement and contracts the school		

has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).		
Pay policy	Request a hard copy from the Clerk	5p per page - hard copy
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.		
Staffing, pay and grading structure. As a minimum, the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.		
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current information will be made available		
School profile (if any), and in all cases: • Performance data supplied to the English Government, or a direct link to the data	Website	Free
• The latest Ofsted / Estyn / Education and Training Inspectorate report - Summary - Full report	Website	Free
Performance management policy and procedures adopted by the governing body.		
Performance data or a direct link to it	Website	Free
The school's future plans, for example, proposals for and any consultation on the future of the school, such as a change in status	N/A	
Safeguarding and child protection policies and procedures, including	Website	Free
Class 4 – How we make decisions (Decision-making processes and records of decisions), Current and previous three years as a minimum		
Admissions policy/decisions (not	Website	Free

individual admission decisions) – where applicable		
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Request a hard copy from the Clerk	5p per page - hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information will be made available only.		
School policies	Website/hard copy	Free/5p per page - hard copy
Records management and personal data policies		
Charging regimes and policies	Website- See Charging and remissions policy	Free/5p per page - hard copy
Class 6 – Lists and Registers Currently maintained lists and registers will be made available only (this does not include the attendance register). Some information may only be available by inspection.		
Curriculum circulars and statutory instruments		
Disclosure logs	Inspection only	
Asset register	Inspection only	
Any information the school is currently legally required to hold in publicly available registers (This does not include the attendance registers)	Inspection only	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information will be made available only. Some information may only be available by inspection.		
Extra-curricular activities info	Website	Free/5p per page - hard copy
Out of school clubs info	Website	Free/5p per page - hard copy
Services for which the school is entitled to recover a fee, together with those fees	Website	Free/5p per page - hard copy
School publications, leaflets, books and newsletters	Website	Free/5p per page - hard copy
SCHEDULE OF CHARGES This describes how the charges set out in the Guide to Information above have been arrived at		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE £
Disbursement cost	Photocopying/printing per sheet (black & white)	Actual 5 pence per page - hard copy

	Photocopying/printing per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	N/A	